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MEMORANDUM FOR: Chief, Plans and Policy Staff, TR

5 February 1958

THROUGH : Executive Officer, TR

SUBJECT : Weekly Activity Report No. 5  
Instructional Services Branch  
29 January - 4 February, 1958

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

A. Film Production

1. Caching Film

Two 16 mm prints and a revised copy of the script for this film have been released to the DDP through [ ] office.

2. Communication Film No. 5 - Dead Drops

C/IEB, [ ] met to discuss the approved Dead Drop script. It appears that approximately 30 scenes will have to be shot by a photographer at an overseas location. The next step will be to formulate plans to accomplish this work.

3. Logistics Film

The scenes in which Mr. Garrison appears were re-shot on the Pentagon sound stage. It now appears that an Interlock showing of this film can be arranged within the next two weeks.

4. Security Film

[ ] reports that scripting on the treatment for Part II continues.

5. Intelligence Process Film

[ ] reports that writing has begun on the pattern of the "matrix" film.

Document No. 181 27

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 15 March 1978

25X1

*NOT OTR.  
already there.  
was*

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B. Visual Aids Section

1. Completed Projects

a. LAS

Outline map of Germany in ultra-violet pigments for use in area study.

b. Intelligence School

(1) Nine sheet World map mounted and installed in R&S Auditorium.

(2) One door sign and three name plates were completed.

c. Clerical Training

"Class Attendance" graph revised to include 1957.

d. Overseas Training

(1) Hand lettering on thirteen 8" X 10" photographic prints to include classification and page numbering for "Caching" manual.

(2) Three sets of tradecraft symbols blown to 8" X 10" size for use in production of training aids. This



e. Reading Techniques

One 20" X 30" chart titled "Speed Limits" which indicates various speeds of reading relative to type of material being covered.

2. Current Projects

a. Intelligence School

(1) Eight panel display for OSI is approximately 65% complete for 12 February show.

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B. Visual Aids Section

2. Current Projects (Cont.)

a. Intelligence School

- (2) The display for OC consisting of two new 30" X 40" charts to be ready for the 12 February show, is 90% complete. Minor revisions are to be made on five other charts.
- (3) A display sign has been redone and repainted for 12 February show.
- (4) One 30" X 40" chart illustrating floor plan of EAS Auditorium to be used as guide for visitors 12 February - approximately 3 hours work, low priority.
- (5) Revisions to be made on OC Panels for 12 February.

b. SIC

Production has begun on the exhibit for SIC. Two illustrated world maps have been promised for 7 February. One concerns Territorial Expansion and the other, Types of Subversive Activities throughout the world.

C. Audio Aids Section

This week, 42 films were procured, 27 were projected running a total of 35½ hours, and 46 requests for service were received.

D. Personnel

1. [ ] is expected to return to duty on 5 February.
2. VAS is now receiving part-time assistance from an OPR employee, courtesy of OPR Personnel, for approximately six weeks. One other such part-time employee is in the offing.
3. [ ] commenced training in IOC on 3 February.

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